

ROUTING AND TRANSMITTAL SLIP		Date
		4/10/85
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. DDA/PLANNING OFFICER		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - FOR APPROPRIATE ACTION

SUSPENSE: 15 APRIL 1985

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, office symbol, Agency/Post)	Room No.—Bldg.
EO/DDA 7D18 HQS	Phone No.

5041-100

☆ GPO : 1983 O - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

Central Intelligence Agency  
Washington, D.C. 20505

DD/A Registry

85-0353/S

Executive Director

4/10/85

Ed,

The DCI responded positively to <sup>the</sup> attached memo,  
but now would like a further report identifying:

- what the committees do or used to do
- their composition
- how their activities or functions will  
be continued if, in fact, that is necessary

Would appreciate it if you could cover these  
aspects for each of the 13 elements bracketed on  
the attached. I don't think we need to address the  
groups in paragraphs 2 and 3 since school is  
still out on their final form, but will defer to  
your judgment on this.



reply by  
15 April

**CONFIDENTIAL**

Executive Registry

85-

1412

1 April 1985

DO/4  
85-0357/7DD/A REGISTRY  
FILE: 1-1

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence

FROM: Executive Director

SUBJECT: CIA Committees

1. In response to a recent Presidential directive concerning the reform of Federal advisory committees, you asked me to revisit the subject of Agency committees which was explored a little over a year ago. That review is now complete. With the concurrence of the Deputy Directors, the following groups, all of which either have outlived their utility or have otherwise been overtaken by events, are hereby abolished:

- Interdirectorate Planning Group
- Emergency Planning Panel (Specific duties will be absorbed by the DA, the DI, and the DO.)

[REDACTED]

- Political-Military Advisory Panel
- Priority Collection Projects Panel (Requirements will be incorporated into the Future Intelligence Requirements Forecast under the Intelligence Producers' Council.)

- Recruitment Advertising Committee
- Building Planning Committee
- Output Media Working Group
- Off-Campus Advisory Committee
- Microform Publications Exception Review Board
- Technical Education Advisory Board
- Logistics Officer Training Committee
- Ad Hoc Committee for CT Training
- Management Advisory Committee
- Media Support Committee
- Space Advisory Board
- Computer Working Group
- Travel Policy Advisory Committee

**CONFIDENTIAL**

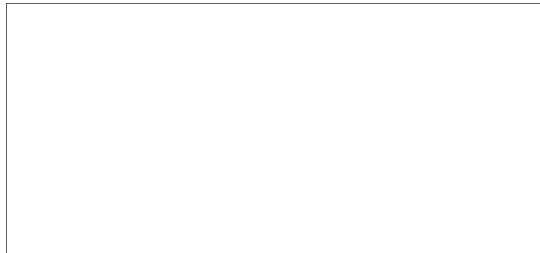
**CONFIDENTIAL**

25X1



4. Many of the above, for one reason or another, probably did not qualify for entry on the list compiled for you a year ago. This removes them from the rolls in any event.

25X1



cc: DDA  
DDI  
DDO  
DDS&T

**CONFIDENTIAL**

~~CONFIDENTIAL~~DDA Registry  
85-0353/6

27 MAR 1985

**MEMORANDUM FOR:** Executive Director

**FROM:** Harry E. Fitzwater  
Deputy Director for Administration

**SUBJECT:** CIA Committees

**REFERENCE:** Memo for DDA fm EXDIR (85-0353/2),  
dtd 5 March 85, Same Subject

1. Following is the Directorate of Administration's (DA) response to the subject of reforming or disbanding Agency committees. To this end, I recently tasked each DA Office to review its committees to determine whether any of them should be consolidated or abolished. Their efforts have resulted in the abolishment or recommended abolishment of 14 administrative committees. Additionally, eight others are being studied for possible consolidation. Below you will find a list of 22 such committees.

2. Within the DA, the Offices of Information Services, Information Technology, and Medical Services reported no superfluous committees. From a review of the numerous panels, boards, and committees on which other DA personnel serve, the reporting Offices have implemented or recommended the following action:

<u>a. Agency-Wide Committees</u>	<u>Responsible Office</u>	
Recruitment Advertising Committee	OTE	Abolished
Building Planning Committee	OL	Abolished
Output Media Working Group	OL	Abolished
 <u>b. Directorate Committees</u>		
Off-Campus Advisory Committee	OTE	Abolished
 <u>c. Office Committees</u>		
Microform Publications Exception		
Review Board	OC	Abolished
Technical Education Advisory Board	OC	Abolished
Logistics Officer Training Committee	OL	Abolished
Ad Hoc Committee for CT Training	OL	Abolished
Management Advisory Committee	OF	Abolished
Media Support Committee	OTE	Abolished
Space Advisory Board	OTE	Abolished
Computer Working Group	OTE	Abolished
Travel Policy Advisory Committee	OTE	Abolished

~~CONFIDENTIAL~~

CL BY 0100075  
 DECL OADR  
 DERIVED FROM MIS 1-82

d. Agency-Wide/External Agency Committees

25X1

Additionally, the tasks of the OC/DOS "Future SIGINT Capabilities Study 2000 Working Group" will be completed in a few weeks, and the group will be formally disbanded at that time. Also, the Office of Personnel (OP) is exploring the possibility of merging the Honor and Merit Awards Board, Suggestion and Achievements Awards Committee, and the Intelligence Community Awards Review Panel into a unified entity. I will advise you on the results of this study as soon as a determination has been made.

25X1  
25X1

3. In paragraph two of reference, you list the Interdirectorate Planning Group and the Emergency Planning Panel as candidates for abolishment. The Interdirectorate Planning Group has not met in about a year, and I support its abolishment. The Emergency Planning Panel has also been inactive, and I see little justification at this time for firing it up. However, I am concerned about your assignment of its duties to the Directorate of Intelligence (DI) and Directorate of Operations (DO). In particular, the DA should maintain a key role in non-nuclear emergency planning, (e.g., the Agency Emergency Support Plan, [redacted] and should be a key Agency participant (e.g., OC, OMS, and DA/Special Support Assistant [SSA]) in [redacted] activities. I suggest that roles of all of the Directorates in emergency planning be clearly defined.

25X1

4. I believe you will agree with me that all of the above recommendations are worthwhile, and that they indicate a sincere desire to respond to the spirit of improving management and increasing committee credibility. I plan to have each Office Director follow up to ensure all DA committees continue to remain useful and consistent. I would be happy to discuss any aspect of this report with you if further clarification is desired.

[redacted]  
Harry E. Fitzwater

CONFIDENTIAL

Q- ① OF - MANAGEMENT ADVISORY COMMITTEE composed of internal OF careerists selected by the D/OE on a rotational basis.

Q- ② The MAC advised the D/OE and OF management on the concerns of OF careerists both from a career and professional point of view relative to attitudes, positions, and OF policy issues.

Q- ③ These functions are now resolved on an informal basis with the D/OE meeting with 15/20 finance careerists bi-monthly to discuss OF management and policy matters.

- ① OL
- ① Building Planning Committee - purpose <sup>was</sup> to do initial planning for new Building Project Office and <sup>define</sup> initial requirements for the new building.
  - ② Composition - OL representatives ~~that~~ <sup>became part of</sup> new Building Project Office Staff. DCI, DDB, DDA, DDA, DSVT, DI, DO
  - ③ Their assigned primary function of initial planning, prior to the establishment of the NBPO & the NBPO is carrying on functions & activities on design & construction for the new building.

- ② OUTPUT MEDIA WORKING GROUP - purpose was to examine output media text production & computer output devices & to determine hardware configuration areas of mutual concern & recommend solutions.
- 1 Composition - <sup>report</sup> OL/PPD, OC, ODP
  - 2 All these tasks were completed in May 1984 & the Committee was disbanded

OL/CONT.

STAT  
STAT

- 1 Logistics Office Training Committee: purpose was to conduct a study & develop training program for professionals & blue collar employees in OL.
- 2 composition - NBPO, RECD, Supply Div, Personnel, Personnel & Training Staff, Home, [redacted] & OL/Security.
- 3 The committee was disbanded when their purpose was accomplished which was a training program was developed & reported to the DDC

- 1 Ad Hoc Committee for CT training: purpose was to determine the logistics portion of the CT training program.
- 2 composition was OL/Personnel & Training Staff, Supply Div, OL Asst EX/OFP, NBPO, & a Career Trainer
- 3 The committee was disbanded when their purpose was satisfied, i.e., the log training portion of the CT program was determined.



OP

Recruitment Advertising Committee: Reviews all proposed recruitment advertising to ensure that it meets Federal Personnel manual guidelines + it discloses nothing classified and correctly portrays the work of the Agency.

Composition: Public Affairs, <sup>a representative</sup> OS, and the DP/OP (chairman)

While the members ~~of~~ the plan to immediately abolish this committee leaving the current coordinating responsibilities intact.

A was determined that  
was enough to study the  
requirements, <sup>to the</sup> formal  
committee was disbanded.